# Extracting Blackboard Tests and Quizzes into Word
Online Accessibility Series

Overview: The test and quiz system in Blackboard does not work well with screenreaders, which are used by students who are blind or have low vision. The Disability Resource Center can assist in administering tests to students as needed, but will need the test as a Word document[1]. Fortunately, there is a simple way to extract a test from Blackboard using the Respondus Test Generator. **Note: This is different from the Respondus LockDown Browser.**
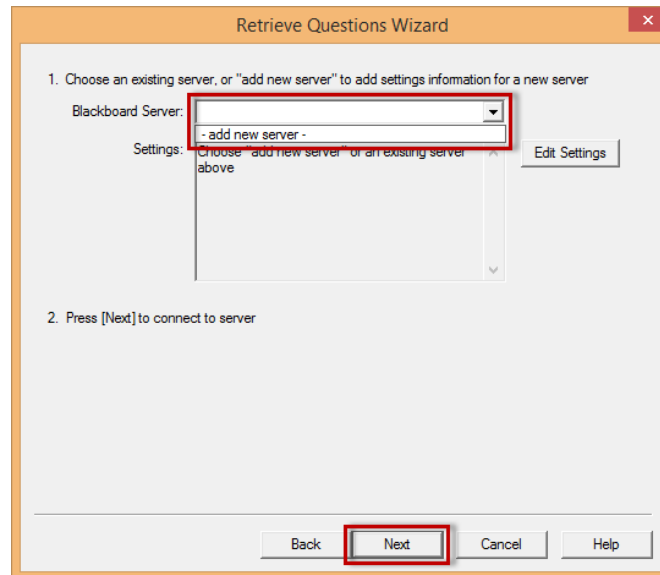
1) If you do not have the Respondus Test Generator on your computer, you can download it for free from the U of L Blackboard page.
    a. Go to https://blackboard.louisville.edu.
    b. Click on "Help" in the upper right hand corner.
    c. Choose "Instructor Help" from the left side of the screen.
    d. Under "Supplementary Programs", choose "Respondus" (not "Respondus LockDown Browser").
    e. Follow the instructions to download and install Respondus. If you have any questions, Linda Leake (linda.leake@louisville.edu or 502.852.4332) is
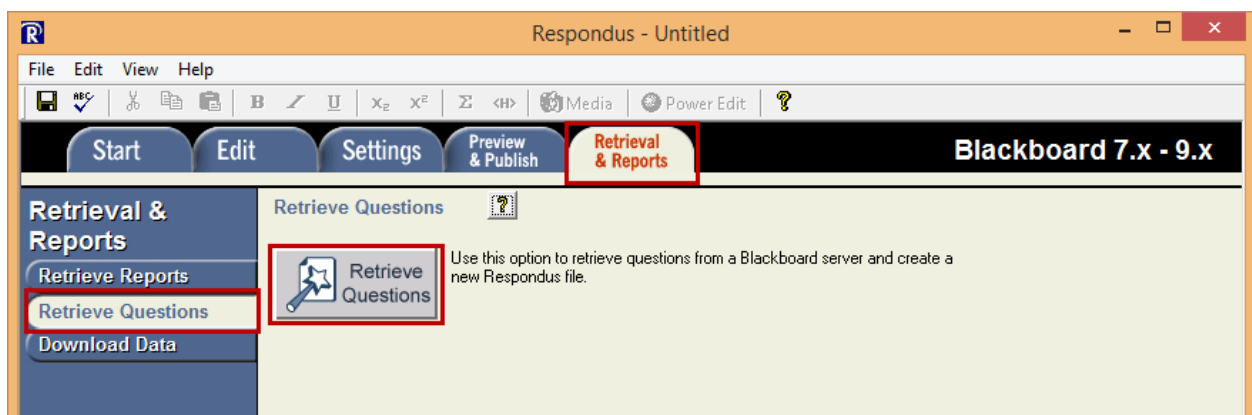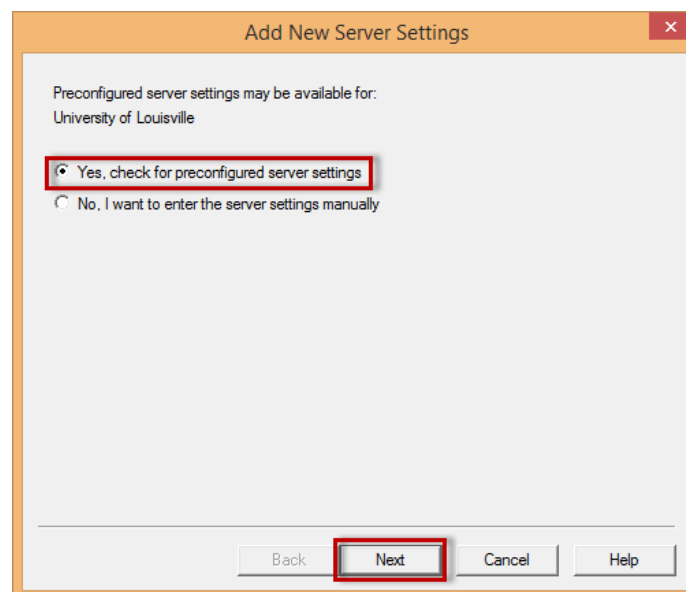

    available to help.

2) Open Respondus.
    a. Click *Retrieval & Reports tab*.
    b. Choose **Retrieve Questions** from the left side menu.
    c. Click **Retrieve Questions**.

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[1] If a student in your class qualifies for test accommodations, you will receive an email from the Disability Resource Center with more information.

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3) The first time you run Respondus, you will need to enter some basic information in order to allow it to access your Blackboard courses.
   a. Click drop down arrow.
   b. Choose **add new server**.
   c. Click **Next**.

   d. Select **Yes, check for preconfigured server settings.**
   e. Click **Next**.

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f. Enter a name for the server (anything you would like).

g. Enter your Blackboard login name and password.

h. Check **Save my User Name and Password on this computer**.

   Note: Only do this on a private and secure computer, not on a public computer or one that is shared with others.
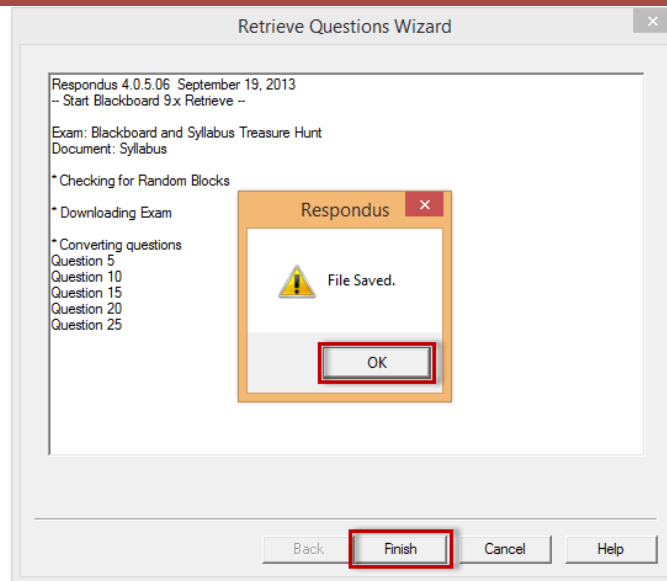
i. Select **Run connection test**.

j. Click **Next**.

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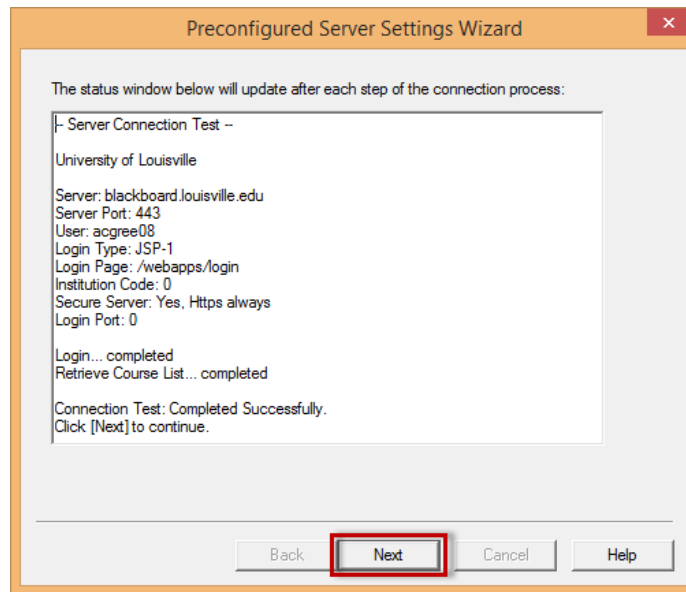
4) After the connections test has completed, click **Next**, then **Finish** and you will be returned to the *Retrieve Questions Wizard* screen. Make sure the server selected is the one you named previously and click **Next**.
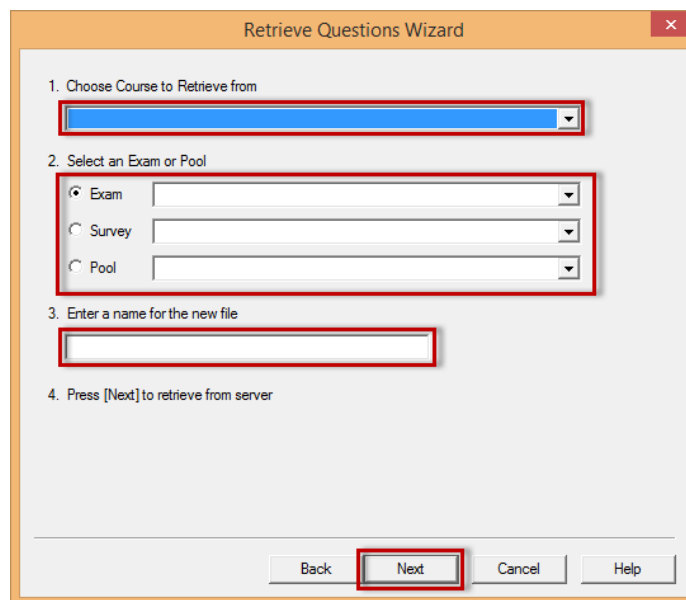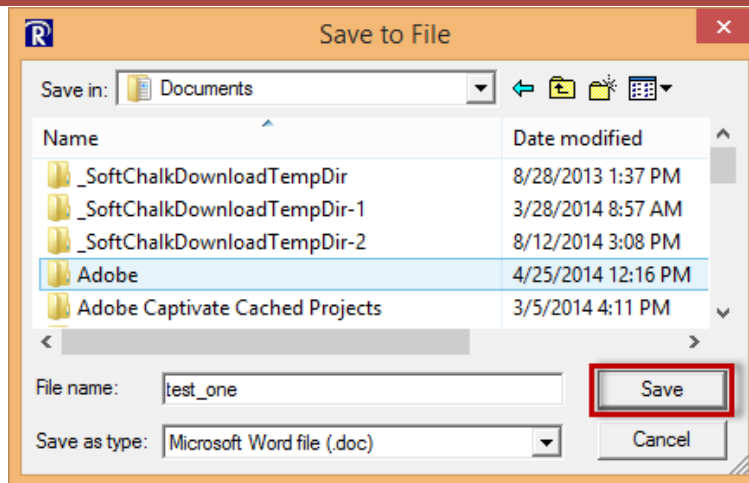

5) Find and select the test you wish to save.
   a. Choose the course from the drop-down menu.
   b. Select the name of the test.
   c. Enter the name of the file to save the test as.
   d. Click **Next**.

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6) If your test randomly chooses questions from a pool, Respondus will randomly choose the questions to extract following the same rules as the test in Blackboard. Once the process is done, click **OK**, then **Finish**.
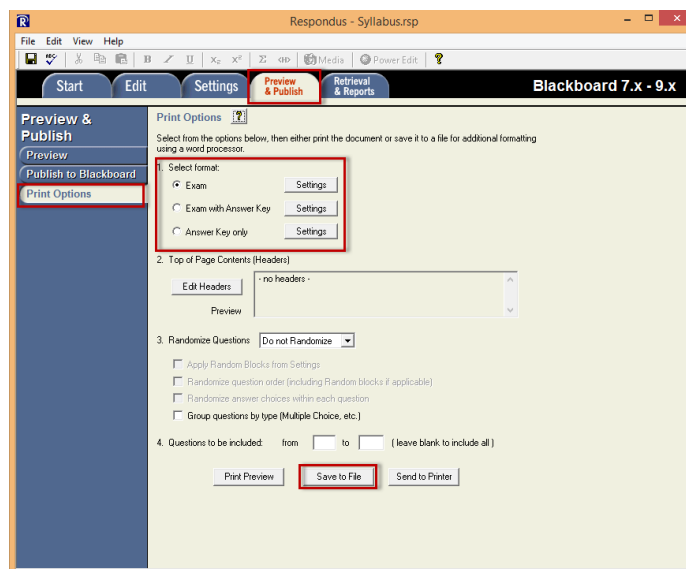
7) To save the file for Word:
   a. Choose **Preview & Publish** tab.
   b. Select **Print Options** from the left side menu.
   c. Choose whether you want to save the
      i. Exam
      ii. Exam with Answer Key
      iii. Answer Key only
   d. Click **Save to File**.

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8) Choose where you want to save the file, enter the file name, and click **Save**.
9) Your test is now available as a Word document.
10) If you have any questions, Beth Case (beth.case@louisville.edu or 502.852.7689) is available for assistance.